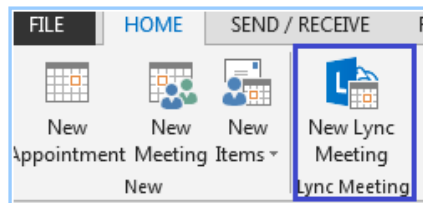# CTS Quick TIP: Lync - Configuring Presenters in a Lync Meeting in Outlook 2013

1. Open *Outlook*, and go to your **Calendar**.


2. On the **Home** tab, on the **Lync Meeting** ribbon, click [**New Lync Meeting**].

   Note: If Lync is installed on your computer, and you don't see the New Lync Meeting button, follow the steps in the **Lync Meeting control is not displayed on the Outlook 2013 ribbon** article to resolve the issue.

3. Set up the meeting as you typically would:

   ◊ In the **To** box, type the [**E-mail Address**] of each person you are inviting, separated by semicolons.

   ◊ In the **Subject** box, type a [**Meeting Name**].

4. To configure presenters, click [**Meeting Options**].
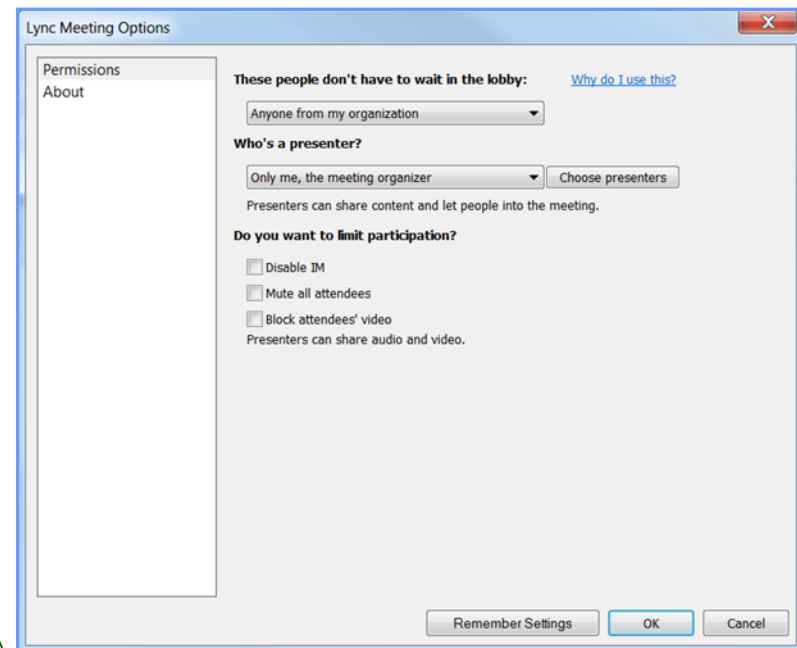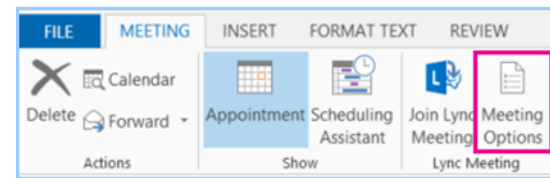
CTS Quick TIP: Lync - Configuring Presenters in a Lync Meeting in Outlook 2013

◊ Who's a presenter? Choices are:

♦ Only me, the meeting organizer

♦ People I choose

♦ Anyone from my organization (default)

♦ Anyone (no restrictions)

◊ If you want to choose only certain presenters, select [**People I choose**] and click the [**Choose presenters**] button.
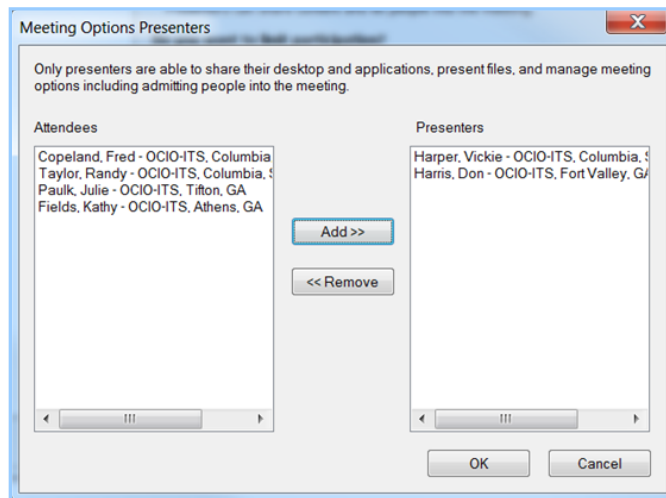
◊ Choose presenters from the **Attendees** list, and click [**Add**] to make them a presenter.

Quick Tips are posted on the Customer SharePoint site. https://its-legacy.usda.net/tsd/default.aspx

Point of Contact

If you have any questions on this material, contact your local CTS Staff.